

OVERVIEW OF THE SITE PLAN BONDING PROCESS

Site plans are approved in Fauquier County through an administrative process in the Zoning Office. Site Plan procedures are governed by Article 12 of the Fauquier County Zoning Ordinance. Major Site Plans, Infrastructure Improvement Plans, Wetland Mitigation Banks and Telecommunication Site Plans are required to be bonded with Fauquier County before release of the approved plans.

Once the Site Plan is approved, you may submit a Bond Estimate Review application. The Bond Estimate Review cannot be submitted prior to the completion of the plan review process to ensure the estimate accurately reflects the plan being approved. The Bond Estimate Review process may take up to 30 days.

Once the review is complete, a letter outlining the required bond amount, setting the land disturbing permit fee (which is based on a percentage of the E&S bond amount) and referencing the bond documents for final approval, will be sent to the applicant.

The County holds the original bonds until final bond release is completed. It is up to the owner of the bond to apply for bond reductions and releases along the way. The bond must be continuously maintained until project completion or the County has the right to call upon the surety. If the property is sold, be sure to have the new owner post a replacement bond and Land Developer's Agreement. Once the replacement bond is approved, we will release the original bond documents.



FAUQUIER COUNTY

Department of Community Development

Main: 540-422-8200
Planning: 540-422-8210
Zoning: 540-422-8220
Environmental: 540-422-8240

Application Forms
Filing Fees / Schedules
Submission Checklists
Regulations
Available online at:
www.fauquiercounty.gov

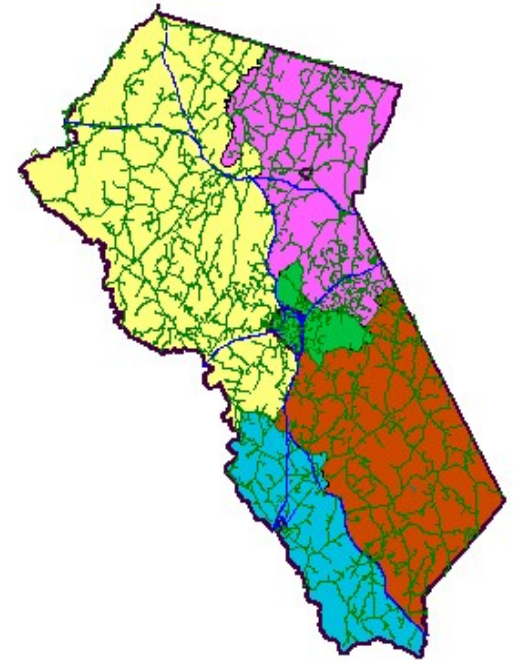
VDOT ENTRANCE PERMITS:

VDOT Culpeper District
1601 Orange Road
Culpeper, VA 22701

Phone: 540-829-7500
Fax: 540-829-7705

Revised August 16, 2010

SITE PLAN BONDING



FAUQUIER COUNTY
Department of Community
Development

Step 1: Site Plan Approval

- The Site Plan should be approved, or at final Signature Set stage, before a bonding request is submitted.

Step 2: Bond Estimate Review

- The following must be completed and submitted: Land Development Application, Fee Calculation Sheet, Fee Check, Bond Estimate Review spreadsheet with Engineer's seal and original signature using the standard Unit Price List for Fauquier County.
- This is a 30 day review process.
- The County sends out a formal letter with the determined bond amount and the Land Disturbing Permit fee.

Step 3: Bond Documents

- Once you receive your Bond Estimate Review letter from the County, you can go forward with getting your bond (either an auto-renewing Letter of Credit with a bank, a Construction Bond posted with an insurance company or a cash bond).
- An original executed Land Developer's Agreement must accompany the original bond. Both the bond and agreement must be on company letterhead, signed and notarized.
- Sample bond documents are available for review on our website at www.fauquiercounty.gov (*Community Development, Applications/Forms Library, Bond Estimate Review, [Sample Land Developer's Bond \[Site Plans\]](#)*).
- More information about the bonding process and requirements can be found in Chapter 8 of the Fauquier County Design Standards Manual under [Performance Guarantee](#).

- Submit the original bond and Land Developer's Agreement to 29 Ashby Street, Suite 310, Warrenton, VA 20186 for approval. You will receive notification once the bond documents are approved. We keep the original documents until final bond release is completed.

Step 4: Land Disturbing Permit

- The following must be completed and submitted: Land Development Application, Responsible Land Disturber Certification, Fee Calculation Sheet, Fee Check, evidence of application for a VSMP permit and evidence of a valid VDOT entrance permit, if applicable.

Step 5: Site Plan Release

- Once you have your bond documents approved, the Land Disturbing Permit complete, and all other requirements (i.e., all recorded Easements) provided to the Zoning Division, you will receive your signed and approved Site Plans to begin work.
- See our website for further information on Site Plan approval process.

NOTE:

Once the project is underway, be sure to apply for bond reductions or a bond release when completed. Many projects have a Stormwater Management facility and will need an approved As-Built plan and a recorded SWM/BMP Agreement before final bond release is approved.

VSMP General Permit

VSMP stands for the Virginia Stormwater Management Program. This program, administered by the Virginia Department of Conservation and Recreation (DCR), requires permits under federal law for all discharges of stormwater from construction activities.

Section 402 of the Clean Water Act established this program to limit pollutant discharges into streams, rivers, lakes and coastal waters.

Fauquier County requires evidence of the VSMP General Permit prior to release of the Land Disturbing Permit.

To obtain permit coverage:

- Visit DCR online at www.dcr.virginia.gov
- Mail a complete permit application and a check payable to the Treasurer of Virginia:

**Virginia Department of Conservation and Recreation
Division of Finance, Accounts Payable
Attention: Stormwater Permits
203 Governor Street
Richmond, VA 23219**

*For additional information, contact your local DCR watershed office:
Warrenton Office at 540-347-6420*



Department of Conservation & Recreation
CONSERVING VIRGINIA'S NATURAL & RECREATIONAL RESOURCES